



Solicitation Information
December 4, 2014

Continuous Recruitment # 37

TITLE: Renewable Energy at Rhode Island Schools (Regional Greenhouse Gas Initiative 2014 Plan)

Submission Deadline: Continuous Recruitment through 5 January 2015 at 4:00 PM (ET)

Questions concerning this solicitation may be addressed to gail.walsh@purchasing.ri.gov. Questions should be submitted in a *Microsoft Word attachment*. Please reference **Continuous Recruitment # 37 Renewable Energy Projects at Rhode Island Schools** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Office of Energy Resources (“OER”) is soliciting applications for funding of renewable energy projects at schools (K-12) which include an educational program as a part of the project. The scope of work is described herein.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) Process. All responses must be received by 4:00 PM on January 5, 2015 but may be submitted at any time before the deadline. No grants will be awarded until all applications are received, reviewed and ranked in accordance with the review process.

The purpose of this funding opportunity is to support the installation of renewable, non-carbon emitting energy technologies at public and private schools (K-12) in Rhode Island. A required educational component related to the installation of the renewable energy project is intended to visibly demonstrate the benefits of renewable energy to students and the public.

Funding for these grants is available through the “2014 Plan for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds.” The 2014 Allocation Plan provides \$1,300,000.00 Dollars for renewable energy projects at schools through a competitive grant process. In addition, \$5,187.02 Dollars has been carried forward from the previous RFP. As a result a total of \$1,305,187.02 will be made available through this procurement process.

Funding for this activity is being provided from the Regional Greenhouse Gas Initiative Act. Terms and Conditions of this funding are pursuant to the “Rules and Regulations for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds,” available at www.energy.ri.gov/rggi/.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which is available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter our website, click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State’s General Conditions of Purchase.

Potential Respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases by the Submission Deadline stated on Page 1 for any cause will be determined to be late and will not be considered.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Respondents are advised that all materials submitted to the State of Rhode Island for consideration in response to this CR will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this CR.

The Respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>.

Awards resulting from this CR will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.ri.gov.

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified and non-classified services of the state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

NOTE TO CONSULTANTS PREPARING APPLICATIONS ON BEHALF OF SCHOOLS:

Architectural/Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

A Respondent who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
State Board of Registration for Professional Engineers
1511 Pontiac Avenue, Building 68-2
Cranston, RI 02920
Tel: (401) 462-9592
Fax: (401) 462-9532
Website: www.bdp.state.ri.us

The Respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov. Please reference the CR number on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this CR, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested Respondents to download this additional information. *If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.*

SECTION 2 – PROJECT DESCRIPTION

Eligible Applicants

Any public or private school located in Rhode Island and serving students from kindergarten through the twelfth grade (K-12) is eligible to compete for a grant. Schools may be elementary (including kindergarten), middle or senior high schools, or any combination thereof. Eligible schools include private, parochial, charter, and public schools.

Eligible Projects and Technologies

Eligible projects shall be renewable energy projects installed on the school or on school grounds, and shall directly provide energy to the school, or produce energy savings for the school.

Eligible renewable energy projects shall be limited to solar PV, solar thermal projects no greater than 50 kW, and solar hot water systems. RGGI funding shall only be provided for 50 kW of a solar PV, thermal or hot water of the total system size proposed at the school. If a school wants to pursue a solar system larger than 50 kW on the property, it shall be able to, but it will only receive a RGGI grant for 50 kW of the total system. For example, if a school submits for a RGGI grant, but the total system is 125 kW, then the applicant will need to identify the grant they are requesting for the 50 kW portion of the total solar system.

These types of projects can typically be designed and installed within a six month period. Only solar thermal projects that replace electric heat and solar hot water systems that replace electric hot water systems will be eligible. No other renewable energy systems will be considered.

Priority will be given to schools that have had an energy audit performed at their facility; have benchmarked their facility energy usage; and/or have implemented significant energy efficiency measures at their facilities.

There are no restrictions against combining these funds with other Rhode Island energy funding programs, such as the Renewable Energy Fund (REF). Applicants are strongly encouraged to leverage this potential award with other funding sources, such as the REF or available federal tax credits. Applicants should detail in their proposal such leveraging opportunities. For more information on the REF, please visit www.commerceri.com/finance/REF.php.

Eligible projects shall also include an educational program designed to support the understanding of the renewable energy project. For example, educational solar PV projects may include innovative classroom and extracurricular programs/projects that explore the science of solar energy and the generation of electricity from the sun. The project should include use of scientific data gathered from the actual project that can be analyzed by students to better understand how renewable projects generate energy and energy cost savings. It is recommended that the educational component be incorporated into the future educational curriculum at the school.

In addition, the school must commit to send at least one (1) teacher to a National Energy Education Development (NEED) Rhode Island workshop. There are currently four (4) workshops scheduled for the 2014-2015 school year. For general information about NEED please visit www.NEED.org or, for information about the types of workshops being offered in Rhode Island, contact Barbara Cesaro (OER) at (401) 574-9105.

Eligible Expenses

The grant awards may be used for the costs of the eligible project, including materials, labor, regulatory permitting, engineering, design, construction, and the cost of developing and implementing the educational component. These costs should be detailed, by category, in the project proposal.

Ineligible Expenses

Schools may not use the grant funds to supplant existing salaries or for administrative expenses of the school. Expenses that are reimbursed from other funding sources or grants are not eligible expenses.

Funding Availability

A total of \$1,305,187.02 Dollars is available through this announcement. The number and amount of awards will depend on the applications received during the competitive application process. Awards will not exceed 75% of total project costs. The OER will not review any application where the funding requested is greater than 75 percent of the project cost, and such applications will be disqualified from further consideration. Applicants are strongly encouraged to leverage other available financial incentives, such as those offered through the Renewable Energy Fund or through available federal tax credits.

The awarding of grants shall be at the sole discretion of the OER.

Project Schedule

All physical projects must be installed and completed within nine (9) months of the award.

Reporting Requirements

All grant recipients will be required to complete monthly reports in a format provided by the OER. If reports are not submitted and project milestones are not met, for whatever reason, the OER has the authority to terminate the award and recover all grant funds. Grant recipients will also be expected to comply with any other reasonable data requests made by the OER related to the renewable energy project and energy usage at the facility. Such information may be utilized by the OER for public reporting purposes.

Disbursement Process

Funding for this program will be provided as a direct, non-repayable grant. The OER anticipates funding awards on the following schedule; however, will retain the sole discretion to make amendments to this schedule on an as needed basis:

50% of total Award:	Upon evidence of 50% project completion
30% of total Award:	Upon evidence of 80% project completion
20% of total Award:	Upon 100% project completion and operation

SECTION 3 – PROPOSAL REQUIREMENTS

General Submission Requirements

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked “CR #37, Renewable Energy Projects at Rhode Island Schools” to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A complete School Project Application, available at www.energy.ri.gov. Applications are available on the RI OER website or by contacting Barbara Cesaro at barbara.cesaro@energy.ri.gov or by calling (401) 574-9105.
- A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

SECTION 4 - EVALUATION CRITERIA

Threshold Criteria

In order for an application to be considered and evaluated for funding under this program it must:

- Be complete
- Demonstrate financial viability
- Demonstrate technical viability
- Provide all evidence of commitment or expressions of interest from all funding sources used to finance the project entirely
- Demonstrate ability and likelihood of achieving project completion within nine (9) months of grant award date; and
- Provide a letter of support for the project from the school board and/or the town/city council

Evaluation Criteria

All projects that meet the minimum threshold criteria will be competitively evaluated based on the following metrics and weighting:

- Energy output of the installed system (kWh). Integration with other renewable or energy efficiency/energy conservation programs. Evidence that the school has benchmarked energy usage at the school (40%)
- Cost-effectiveness of the installed price per watt of the installation (30%)
- Educational component. Commitment to send one or more teachers to a NEED Project workshop in Rhode Island (20%)
- State or federal funds or tax credits leveraged (10%)

SECTION 5 - EVALUATION PROCESS AND AWARD

Process

OER shall review and competitively evaluate all of the applications. The State reserves the right to select no proposals for any reason or if the responses do not meet a sufficient standard based on the evaluation criteria. The State reserves the right to waive any minor irregularities or informalities in a proposal as it determines or to allow Respondents to correct them, and to accept or reject any Proposal or portion thereof, and to enter into any agreement deemed to be in the best interest of Rhode Island. The State reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project. The State reserves the right to seek additional information from any and all Respondents including but not limited to requests for clarifications and interviews.

The OER will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

END